

2 March 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Delivery of CIRIS Data Call Request

* 1. The CIRIS data call request in the form of a note to Admiral Bowen, a draft letter for DASD(1) to promulgate, and a copy of the data call instructions was delivered on 2 March 1972 to Mr. Morrison of DASD(1). He accepted it for Adm. Bowen in the latter's absence and promised to deliver it to the Admiral. #

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2. Mr. Morrison reviewed the materials and said he saw no problem with our submission or the procedure. He affirmed that proceeding with the data call separately from the promised CIRIS briefing to Dr. Hall was an agreed arrangement which DASD(1) intended to honor. I asked that he or his staff not use the draft letter as a basis for questioning the specific details of the data call, inasmuch as such problems would be dealt with later in the CIRIS briefing, as agreed. He further affirmed that the data call was agreed upon and he would not introduce complicating or delaying factors.

3. I advised him that certain details and mechanics of the data call as structured had been checked informally with people concerned in the Services and some of the program management shops, and that their suggestions or requests had been accommodated to the extent possible. He accepted this fact.

D. M. Showers

cc:

* Showers delivered 3 copies of the green printed book.

Attached. Note that it excludes FY-74 data from field. Revised version of what I agreed with

(Draft)

SUBJECT: Instructions and Guidance for the Consolidated Intelligence Resources Information System for Calendar Year 1972 (CIRIS-72)

1. This memorandum promulgates the Defense CIRIS data call for Calendar Year 1972. The attached publication, entitled Annexes to Instructions and Guidance for Data Submissions, contains the detailed information required to prepare CIRIS data inputs. These instructions and guidance incorporate a number of constructive suggestions provided by Defense agencies and Services as a result of previous experience with CIRIS.

2. CIRIS incorporates information on the national level activities and resources of U.S. foreign intelligence organizations and programs. CIRIS data have been reported annually since 1968. In Defense, CIRIS-72 will include the Consolidated Defense Intelligence Program (CDIP) and its component programs.

3. Standard forms are provided for use in preparing manual submissions. These are to be used by all Defense programs except the CCP. The latter makes its CIRIS submissions of resources data by means of compatible tape inputs. These are forwarded directly to the DCI's CIRIS organization as they are prepared in the course of NSA's normal management procedures. Instructions and guidance in the attached annexes apply to the CCP except for references to the use of manual input forms for reporting resources.

4. There are three standard manual input forms:

-- Form 2812b (Reporting Entity Identification Form): for organizational data and a description of each CIRIS Reporting Entity.

-- Form 2812 (Reporting Entity Summary): for dollar and manpower data for each Reporting Entity in the same detail as presented for Program Elements in the FYDP.

-- Form 2812a (Reporting Entity Detail Display): for allocating resources for each Reporting Entity by intelligence functions, targets, and other descriptive headings.

5. The following schedule is established for Defense CIRIS submissions for each Reporting Entity. This schedule supersedes the illustrative schedule in Annex A, pages A-3 and A-4.

Spring 1972:

(a) Submit Forms 2812 (resources summary) for Fiscal Years 71-77. Resources information for all Reporting Entities within a single Program Element will equal the figures shown in the appropriation and manpower line entries and totals of the January 72 FYDP. Completed Forms 2812 are to reach Program Managers by 27 March 1972. (See Annex C)

(b) Submit changes and additions on Forms 2812b (descriptive data) to Program Managers by 27 March 1972. (See Annex B)

(c) Submit Forms 2812a (detail displays) to Program Managers by 22 May 1972. Provide data for Fiscal Years 72 and 73, the Current and Budget years respectively. Leave blank the columns for FY 74, the Program Year. For each Reporting Entity, resources spread on Forms 2812a are to match control figures for cost and manpower categories and totals shown on Forms 2812. (See Annex E, page E-2)

Fall 1972:

(d) Forms 2812 (resources summary) for each Reporting Entity will be called for following completion of program reviews. Information will be provided for Fiscal Years 72-78. The control documents for resource totals and the time schedule for these submissions will be announced in a supplementary instruction to be issued at mid-year. Changes and additions to Forms 2812b (descriptive data) should accompany Forms 2812, as necessary to reflect significant changes in entity descriptions and the addition of new entities.

(e) In the latter part of 1972, when Reporting Entities to be included in calendar year 1973 programs have been identified, changes and additions, as necessary, on Form 2812b (descriptive data) will be submitted to Program Managers.

6. Upon receipt of the foregoing CIRIS submissions, Program Managers will forward one set to ASD(I), Room 3C200 Pentagon. Concurrently, Program Managers will forward one set directly to the DCI's CIRIS Staff, Room 6E25, CIA Headquarters Building.

7. Program Managers will designate points of contact for the coordination and handling of CIRIS materials and data submissions. Officials so designated will act as the channels of communication for prompt resolution of problems relating to validating and processing Defense CIRIS data. Computer programming and machine support for CIRIS are provided by the DCI as a service of common concern for the intelligence community.

Attachment

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